



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 363.6

Job Title: **PURCHASING AGENT (EXE LEV)**

Pay Grade: 32

### **GENERAL SUMMARY:**

Directs all activities relating to the cost effective and efficient procurement of goods and non-professional services.

### **RESPONSIBILITIES:**

- Develops long and short range plans to achieve operational objectives and goals.
- Evaluates market conditions to effectively assess its impact.
- Develops and monitors annual operating and capital budget activity.
- Maintains effective interpersonal relationships with multi-vendors.
- Develops new and improved sources of supply.
- Negotiates optimum purchase terms and agreements.
- Recruits, hires and evaluates performance of personnel.
- Assists in the modernization of new computerized systems and the training of their users.
- Develops and implements policies and procedures.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Business Administration, Materials Management, Purchasing or a closely related field.

#### **EXPERIENCE:**

Ten years of professional experience in the purchasing or the distribution field are required.

Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

#### **COMPLEXITY:**

Work is nonstandardized, complex and varied, and requires interpretation of technical and detailed guidelines, policies and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

## **SPECIFICATIONS: (continued)**

### **IMPACT OF ACTIONS:**

Errors in work could lead to major costs and problems, and could significantly affect short-term results of the City. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as an Assistant Director or the equivalent. This position is typically over the Managers and reports to the Deputy Director and has a very significant level of input concerning personnel actions such as hiring, terminations and pay changes.

#### **Indirect Supervision:**

Involves supervision and evaluation of work as an Assistant Director or the equivalent.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with Managers and Assistant Directors. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues; diplomacy is required; e.g., problem-solving discussions regarding responsibilities, finance, or work flow or to facilitate service.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues that requires diplomacy; e.g., important contacts involving difficult matters of agreements, negotiations and controversies.

### **PHYSICAL EFFORT:**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

## **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

## **JOB FAMILY:**

Purchasing Agent (Executive Level)

*Effective: October 1990*

*Revised: April 1992*